

DATE: 2/15/2010

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00096532

JEFFERSON PARISH

SOLICITATION #B2010000043

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: S. Vasquez

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/09/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

8,9,12,13,14,15,16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME: _____

SIGNATURE: _____

TITLE: _____

(Must be signed here)

PRINT OR TYPE NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

TELEPHONE: _____

FAX: _____

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EMAIL ADDRESS: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096532

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT FOR EMERGENCY SUPPLY OF PORTABLE TOILETS FOR JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS & ALL JEFFERSON PARISH AGENCIES & MUNICIPALITIES AS PER THE ATTACHED SPECIFICATIONS.</p>		
1	100	EA	<p>0010 REGULAR UNIT - Portable Toilet</p> <p>Unit Costs: weekly rental for Jefferson Parish and the Town of Jean Lafitte for an estimated quantity</p>		
2	100	EA	<p>0020 REGULAR UNIT - Portable toilet</p> <p>Unit Cost: monthly rental for Jefferson Parish and the town of Jean Lafitte for an estimated quantity</p>		
3	10	EA	<p>0030 HANDICAP UNIT - Handicapped John</p> <p>Unit Cost: weekly rental for fiberglass John for Jefferson Parish and the Town of Jean Lafitte for an estimated quantity</p>		
4	10	EA	<p>0040 HANDICAP UNIT - Handicapped John</p> <p>Unit Costs: monthly rental for fiber glass John for Jefferson Parish and the Town of Jean Lafitte for an estimated quantity</p>		
5	200	EA	<p>0050 CLEANING AND PUMPING PER UNIT</p> <p>Servicing for portable toilet</p> <p>Servicing at the request of the Parish per unit for Jefferson Parish and the Town of Jean Lafitte</p>		
6	200	EA	<p>0060 CLEANING AND PUMPING PER UNIT</p> <p>Servicing for Handicapped John</p> <p>Servicing at the request of the Parish per unit for Jefferson Parish and the Town of Jean Lafitte</p>		
7	100	EA	<p>0070 REGULAR UNIT - Portable Toilet</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096532

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	100	EA	Unit Costs: weekly rental for the Town of Grand Isle for an estimated quantity		
			0080 REGULAR UNIT - Portable toilet		
9	10	EA	Unit Costs: monthly rental for the Town of Grand Isle for an estimated quantity		
			0090 HANDICAP UNIT - Handicapped John		
10	10	EA	Unit cost: weekly rental for fiberglass John for the Town of Grand Isle for an estimated quantity		
			0100 HANDICAP UNIT - Handicapped John		
11	200	EA	Unit Cost: monthly rental for the Town of Grand Isle for an estimated quantity		
			0110 CLEANING AND PUMPING PER UNIT		
12	200	EA	Servicing for portable toilet		
			Servicing at the request of the Parish per unit for the Town of Grand Isle		
			0120 CLEANING AND PUMPING PER UNIT		
			Servicing for Handicapped John		
			Servicing at the request of the Parish per unit for the Town of Grand Isle		

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 dated 12/09/09.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

A two (2) year contract for emergency supply of portable toilets for the Jefferson Parish Department of Environmental Affairs, Jefferson Parish Agencies and Municipalities

This is for emergency supply of portable toilets immediately during and following natural and man made disasters, including catastrophic hurricanes. The portable toilets will be placed at various locations throughout Jefferson Parish as needed. The Parish reserves the right to not use the services.

SPECIFICATIONS: REGULAR UNIT

Estimated quantity 200 units

Dimension and construction requirements:

Unit must be constructed of fiberglass and appropriate outside skids.

Bottom:

Side to side, outside 42 inches to 48 inches

Front to back, outside 42 inches to 48 inches

Top:

Side to side, outside 36 inches to 42 inches

Front to back, outside 36 inches to 48 inches

Height:

Outside with skids, outside 82 inches to 86 inches

Inside, minimum 80 inches

Tank capacity: Minimum 45 pounds

Door opening: Minimum 22 inches by 72 inches

All units to have ventilators aluminum type grill to prevent visual accessibility from the outside, as well as, to allow light into the unit and transfer of noxious odors.

All doors to be equipped with inside handles.

All doors to be equipped with wind chains.

All doors to be equipped with door closing mechanisms which hold doors closed when not in use.

All units to be designated male or female clearly in front of door.

All male units to include appropriate urinal units connected to sanitary tank.

All units to have appropriate toilet seats with covers.

The bidder must provide emergency contact information, including telephone numbers and e-mail addresses for at least two officials who can be reached 24 hours per day before, during and after a natural disaster. The bidder must provide proof that it owns and maintains a sufficient number of portable toilets and trucks to provide services under this contract.

SPECIFICATIONS: HANDICAPPED JOHN

Estimated quantity 10 units

This is especially for the handicapped public. Non-skid flooring and enlarged inside space for maximum wheelchair maneuverability. Toilet assist bars ensure the handicapped user of total restroom independence. Non-skid wheelchair ramps available for easy wheelchair entry.

Overall dimensions:

97 inches high by 61 inches wide and 61 inches deep

Weight:

Approximately 570 pounds

Tank: 35 pounds

Two toilet assist bars

Non-skid flooring

Must be clearly marked with the universal sign for handicapped

SERVICE:

Vendor must be able to provide one day delivery service and pickup, upon request, 24 hours prior to an anticipated disaster and within 48 hours post-disaster. Delivery and pickup to be at various locations throughout unincorporated Jefferson Parish, the Town of Jean Lafitte and the Town of Grand Isle.

Vendor to provide tank chemicals meeting EPA standards with relationship to sanitary needs.

Vendor to supply on demand within 24 hours repairs for any units damaged while on site. Responsibility for damages to units is totally the responsibility of the vendor.